

# 2024 Annual Assessor School

September 16<sup>th</sup> – 20<sup>th</sup>

Oacoma, SD

## Hotel Accommodations

**Arrowwood Resort & Conference Center at Cedar Shore** ([www.arrowwoodcedarshore.com](http://www.arrowwoodcedarshore.com)) will be the site for the school. All school participants will need to make their own room reservations. To reserve a room(s), you may phone the hotel at:

**1-605-234-6376 no later than August 17, 2024**

Room rates will be \$104 plus 9.0% tax and \$2.00 city occupancy tax and 8% Resort Tax. If you pay with a county check and have the county's tax ID number, you will not have to pay the tax. If you are paying with a private credit card or check, taxes will apply. When making room reservations, let the hotel know that you are with the "**SDDOR Assessors School**" to insure you get the group rate. Please ask for confirmation of rates and confirmation number at the time you make your reservations.

## Registration

Complete the form on the last page and return along with tuition payment to the SDAAO Treasurer. Do not return the registration form without the tuition. Please keep a copy of your registration form for your records. A listing of final class assignments will be sent prior to school.

**Tuition for SDAAO members and SD county personnel:  
\$400 for non-IAAO courses  
\$500 for IAAO courses**

*\*Non-county personnel may have a separate tuition rate. Please contact Amber Jensen at the Department of Revenue.*

## Class Schedule: Monday through Thursday

All classes will begin at 8:00 am and adjourn at 5:00 pm.

All classes will test on Friday morning starting at 8:00 AM.

Some courses may require some light homework.

There are breaks in the morning and afternoon where coffee and refreshments will be provided.

## Meals

All school participants are responsible for their own meals. There is a restaurant and a bar onsite.

## School Rules

### Attendance

*The Annual Assessor School is conducted by The South Dakota Department of Revenue in cooperation with the South Dakota Association of Assessing Officers Inc.*

Students are required to attend all sessions of the course they are taking. Roll will be taken in the classes and those students absent from any session will have points deducted from their test score. If the student has been absent from more than one session, credit for the school may be withheld and the student's supervisor may be notified.

### **Cell Phones**

Please observe these common cell phone courtesies:

- Have the phone turned off or to silent in the classroom.
- If you must take or place a call, do not do so in the classroom or in the hallway directly outside of the classrooms
- Calculators on phones are not allowed during tests

### **Required Texts and Class Materials**

All course material will be provided unless otherwise noted. Students are responsible for bringing the "required texts" listed for their respective course. If you need assistance in acquiring a text, contact the Department of Revenue.

In addition to the required texts, students should bring

- a calculator the student is familiar with
  - cell phone calculators are not allowed during tests
- pencils, note pad, and other items normally used in class

### **Course Tests**

No early tests will be allowed. Make up tests will be allowed only in accordance with the test policies laid out in administrative rule. Consult ARSD 64:02:03:19 for complete explanation of rules on testing and re-testing courses at the annual schools.

### **Class Size**

To ensure that the course quality remains high we sometimes limit the size of our classes to around 30 students. Classes will be filled on a "first come, first served" basis. To be fair and impartial, we cannot register any student until we receive the tuition payment. Every attempt will be made to place students in their first-choice class. However, the Department reserves the right to assign students to classes based on availability of space and the needs and ability of the student.

In choosing which course to take or deciding whether to attend this year, consider the following:

- Choose a class that will increase your knowledge in an area you may be weak.
- Passing three schools in every five-year re-certification period is required.
- Passing one IAAO course in every five-year re-certification period is required.
  - Even good students occasionally fail; don't push the deadline on your re-certification requirements.
- If you have several students attending from your office, spread them around. They can share information back in the office.

# **2024 Courses**

## **Course 2 – IAAO 300 - Fundamentals of Mass Appraisal**

This course provides an introduction to mass appraisal and is a prerequisite for the IAAO 300-level course series. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Instructor: Kara Endcott, CAE, RES, RMA

Prerequisite: Course 101, Course 102

Required Texts: Fundamentals of Mass Appraisal (FMA)

Cost: \$500

## **Course 3 – IAAO 201 – Appraisal of Land**

This course is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach.

Instructor: Brent Dornon, RES, AAS

Prerequisite: IAAO 101 & 102

Required Texts: Property Assessment Valuation (PAV) (3rd edition)

Cost: \$500

## **Course 3 – Topics**

This course will have more information regarding specific topics being presented following conference.

Instructor: Geoff Bray, CAA; Carrie Stephenson, CAA; Brandy Meier, CAA

Prerequisite: Basics

Required Text: none

Cost: \$400

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This school is being held under the authority of SDCL 10-1-16. Authorization of tax entity: SDCL 7-7-24, SDCL 7-7-25. Please complete this registration form and return with tuition payment no later than August 1, 2024.

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# 2024 Annual Assessor School

**Make all checks payable to SDAAO**

**Tuition is \$400 for non-IAAO classes or \$500 for IAAO courses.**

Mail registration and payment to:  
**SDAAO**  
 C/O Rhea Crane  
 1300 Sherman St, Ste 222  
 Sturgis, SD 57785

COUNTY \_\_\_\_\_  
 Contact email  
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	STUDENT NAME (print or type)	Course Choice – 1st	Course Choice – 2 <sup>nd</sup> <b>required</b>	Amount submitting
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
			<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>